


## Maryland Judiciary Job Description

	<b>Official Title</b>	Jury Clerk
	<b>Job Code</b>	2444
	<b>Business Title</b>	Jury Clerk
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position performs clerical and customer service work coordinating and preparing jurors for jury selection. This position is responsible for filing/data entry of paperwork, answering questions, and maintaining Jury Room, if applicable.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Retrieves and sorts incoming mail.
- Assigns jurors to panels and create strike sheets and juror profiles for the courtroom.
- Keeps jurors updated throughout the day and dismiss jurors when all judges are satisfied, and no additional jurors are needed.
- Sets up jury lounge for Grand Jury orientation and assist Supervisor, Jury Commissioner, Jury Judge, and State's Attorney during the Grand Jury selection process.
- Determines qualifications from jurors to make decisions as to who to excuse or accept according to law & directions from the Jury Judge or the Jury Commissioner.
- Answering phones to answer juror questions and assisting them in filling out their juror qualification forms/ failure to appear letters.
- Performs juror payroll tasks.
- Tracks inventory level of office supplies and orders more supplies when needed.
- Performs related work as required.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- A high school diploma (or GED equivalent).
- One (1) year of work experience, preferably in court operations, or in the fields of criminal justice, parole, and probation, legal or financial services.

#### Preferred

- Knowledge of court proceedings, rules, regulations, and court and legal terminology.

#### Note:

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- A Bachelor's Degree may substitute for the year of work experience.
- A Paralegal/Associate's Degree or 60 college credits may substitute the required year of work experience.
- A Paralegal Certificate may substitute for the required one year of work experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Knowledge of court and legal terminology.
- Knowledge of office practices and equipment.
- Knowledge of court practices, procedures and policies.
- Knowledge of MS Word and Excel.
- Knowledge of Judicial policies, procedures and forms.

#### **Skill in:**

- Providing excellent customer service.
- Basic math and accounting skills.

#### **Ability to:**

- Apply job related terminology, procedures, policies, rules and regulations in order to establish facts and draw valid conclusions, determine and document juror qualification status, and prepare and issue appropriate notifications.
- Communicate with coworkers, jurors and other clients, using syntax, grammar and spelling.
- Operate a personal computer.
- Work with various standard office equipment (copier, fax machine, letter folding machine, etc.).
- Multitask and adjust to situations quickly and handle pressure in an often fast paced environment.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

### WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	July 2015
<b>Dates revised:</b>	June 2019